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16 June 1955

OFFICE OF PERSONNEL MEMORANDUM NO.

SUBJECT: Individual Career Development Plans for Members of the  
Personnel Career Service.

1. General

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a. In accordance with the policy and purpose of the Agency career program set forth in [REDACTED] a formal program of individual career planning is established for members of the Personnel Career Service (PCS). This program provides for the formulation of Individual Career Development Plans as a means of assisting members of the PCS in developing their capabilities to the fullest possible extent consistent with Agency requirements.

b. This memorandum sets forth policies and procedures for the preparation and processing of Individual Career Development Plans for all individuals with a Career Designation of S-P except those individuals serving in supergrade positions. Personnel actions affecting employees serving in supergrade positions are governed by

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[REDACTED] The policies stated herein are applicable to members of PCS in headquarters and the field regardless of their assignment or the capacity in which they are serving.

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## 2. Policy

a. All Individual Career Development Plans will be prepared and submitted in accordance with this memorandum to the Head of the Personnel Career Service for approval.

b. Effective as of 1 January 1956 an Individual Career Development Plan, approved by the Head of the Personnel Career Service, will be required for a member of PCS, ~~who has completed his trial period in the Agency~~, prior to effecting any personnel action regarding ~~his~~ *their* promotion or reassignment. This requirement may be waived ~~for members of PCS~~ *for a* period of six months for an individual who is awaiting reassignment following the completion of an overseas tour of duty.

c. The immediate supervisors and other appropriate supervisors in the command channel and the Head of the Personnel Career Service review and make recommendations on Individual Career Development Plans. The Executive Committee of the PCB makes recommendations on Plans as desired by the Head of the Personnel Career Service or the Chairman of the PCB, ~~in accordance with~~ *(see)* OPM NO. 20-110-6.)

d. Members of PCS who have submitted Individual Career Development Plans will be advised of the action taken by the Head of the Personnel Career Service. When Plans are not approved by the Head of the Personnel Career Service, the individuals concerned will be interviewed by a member of the Personnel Career Board or the Personnel Career Management Officer to assure complete understanding of the action taken as well the current policies related thereto.

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3. Individual Career Development Plans

Each Individual Career Development Plan will include:

a. A statement by the individual of his career interests and plans wherein he expresses his desires for training, rotation, re-assignment, or retention in his present assignment. This statement will also include the individual's recommendations for putting his Plan in effect. Individual Career Development Plans ordinarily cover a period of from two to five years and maybe modified or altered by the individual at any time in light of existing circumstances.

b. A statement by the appropriate supervisor or supervisors which recommends approval or modifications and alterations to the individual's plans and which recommends the conditions which should govern the action taken to put the plan into effect.

4. Responsibilities

a. Members of the PCS

(1) Each member of PCS is responsible for preparing and submitting his Individual Career Development Plan through command channels to the Personnel Career Management Officer for submission to the Head of the Personnel Career Service.

(2) The individual will be responsible for submitting from time to time modifications of or changes to his Plan as is necessary or desirable.

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b. Supervisors

(1) Immediate supervisors are responsible for encouraging employees under their jurisdiction to formulate Individual Career Development Plans and to assist or provide assistance to such employees in the preparation of their Plans. The Personnel Career Management Officer will furnish assistance or counsel to any individual or supervisor upon request.

(2) Supervisors in the command channel will review the Individual Career Development Plan and make recommendations for approval, disapproval, or modifications as considered necessary, and will advise the individual concerned in relation to their recommendations.

(3) Immediate supervisors will be responsible for initiating requests for personnel action which are indicated in the Individual Career Development Plans approved by the Head of the Personnel Career Service.

5. Procedures

a. Individual Career Development Plans ~~will be~~ prepared in triplicate, <sup>and endorsed by officials responsible for reviewing such plans.</sup> ~~on Form No. These forms will be furnished to all PCS members by the Records and Services Division.~~

b. Individual Career Development Plans including endorsements on the originals and all copies are submitted to the Personnel Career Management Officer for further processing as desired by the Head of the Personnel Career Service.

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c. Subsequent to the action by the Head of the Personnel Career Service the original and copies of an Individual Career Development Plan will be processed as follows:

(1) The original of the Plan will be filed in the Official Personnel Folder of the individual concerned.

(2) One copy will be returned to the Personnel Career Management Officer who will review the approved aspects of the Plans requiring formal implementation and will appropriately record necessary action to be taken. This copy of the Plan will then be filed in the records of the PCB.

(3) One copy appropriately endorsed in accordance with memorandum will be returned through command channels to the individuals concerned.

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